

Blackwell Parish Council
JOB DESCRIPTION

Job Title:	Assistant to the Clerk
Location:	The Parish Office
Responsible to:	The Clerk
Employment	25 hours per week
Salary scale:	Scale 9 to 12 (£14.13 to £14.82 per hour) dependent on experience - pro rata

Main Purpose of the Post

The post holder will co-ordinate the smooth running of the three Community Centres within the Parish by undertaking associated administrative tasks, assist with the maintenance of financial records, procurement, project work, and provide administrative support to the Clerk.

Responsibilities:

Community Centres

1. To take bookings for the three Centres and maintain the bookings diary and help manage payments for hires
2. Ensure that the Community Centres are running effectively and efficiently and meets all necessary requirements
3. Organise rotas for and liaise with Caretakers and Key Holders and ensure that the Centres are cleaned and adequately maintained for all bookings
4. To liaise with the bar supervisor to arrange all bars when booked by hirers
5. To help review and write appropriate risk assessments
6. Help to produce a marketing plan for the community centres

Finance:

1. To process all purchase invoices for ready for payment, including putting them on the accounting system
2. To prepare and issue invoices on behalf of the Council for goods and services monitoring payments and following up on outstanding debt.
3. To record payments made to the Council and issue any necessary receipts
4. To help monitor the Council's budget expenditure and income
5. To help produce the draft annual budget including estimates of income and expenditure and precept proposal
6. To assist with the preparation of annual returns and audits including End of Year documents
7. To help with appropriate financial risk assessments and ensure that relevant internal controls implemented to avoid bribery and corruption.
8. To help maintain appropriate and adequate insurances and with any claims.
9. To maintain the Council's asset register, annual equipment inventory and terrier of Council property.
10. To help to bring the three charity accounts into line and keeping separate records up to date and assisting with the preparation to send relevant information to the accounts to audit and assist with the preparation of annual charity statements and returns

Projects and Procurement:

1. To assist on the raising of funds by way of grants and sponsorship etc. by way of helping with quotes, costings, supporting evidence and financial projections, maintaining evidence files and helping with monitoring reports
2. To help with the procurement of goods and services in accordance with regulations and policies including assisting with obtaining quotes, tender documentation, creating purchase orders and tracking orders

General

1. To help with the administration and facilitation of events and displays, such as researching suppliers/procurement, filling in licence applications, welcoming people in etc.
2. Working with other members of staff on projects in line with the role above
3. To deal with customers on the telephone, by email and face to face
4. Write and distribute email and other correspondence
5. To help produce reports for relevant meetings and to prepare for council meetings
6. Maintain a filing system
7. To help research policies as required
8. Reporting issues to other authorities – for example, fly tipping, pot holes etc.
9. To undertake administrative duties in support of the Parish Clerk
10. To carry out such other duties falling within the level and grade of the post
11. Adhering to council policies

Requirements

- Experience of working in an office environment (desirable)
- Experience of book-keeping processes
- Excellent IT skills
- Excellent time management skills and the ability to prioritise work
- Attention to detail
- Excellent written and verbal communication skills
- Good organiser with the ability to multi-task

Skills & Competencies

- Strong numerical skills and attention to detail.
- Ability to work to deadlines and manage competing priorities.
- Clear communication skills and confidence dealing with suppliers, staff, auditors and grant providers.
- Discretion and integrity when handling confidential information.

Experience & Qualifications

- Experience in an administrative and/or financial role.
- Knowledge of local government processes (desirable but not essential).
- Experience with procurement processes (desirable).
- Experience supporting funding bids or grant monitoring (desirable).
- Experience with accounting packages

Additional Information:

- This is a new position which will be reviewed after three and six months to see how it is working
- The main council accounts are on the Rialtas accounting system
- The charity accounts are record on Excel
- Training will be given where needed
- There may be occasions where it is required to work in an evening – for example if there is a need to attend an evening meeting or helping with events such as the Annual Parish Meeting – the would be paid in TOIL.

CLOSING DATE: Monday 7th September 2026 at 12noon

INTERVIEWS: to be held w/c Monday 14th September 2026